

JOB ANNOUNCEMENT

POSITION TITLE: Legal Secretary II
LOCATION: Utah Supreme Court- Matheson Courthouse - SLC
HIRING RANGE/SALARY: 38-42/\$13.62 - \$15.17
TYPE OF POSITION: Full-time with benefits
CLOSING DATE: **June 1, 2007 at 5:00 p.m.**

APPLICATIONS SHOULD BE DIRECTED TO:

Human Resources
450 South State Street
P.O. Box 140241
Salt Lake City, UT 84114-0241
(801) 578-3890 - phone
(801) 238- 7814 - fax

DUTIES: Under general supervision of the Clerk of Court, performs clerical and secretarial duties for a Supreme Court Justice:

- Types initial drafts of orders and legal opinions. Edits final drafts of legal opinions with strict attention to writing syntax and mechanics and to format and citation conventions.
- Composes routine correspondence. Types the justice's correspondence. Screens correspondence and telephone calls. Maintains all files and records of opinions. Tracks pending cases and ensures compliance with Supreme Court Internal Operating Procedures. Monitors all matters for deadlines.
- Transcribes the justice's dictation timely.
- Maintains justice's calendars and coordinates chambers scheduling. Assists justice, law clerks, and interns with research as necessary. Retrieves legal references from library.
- Prepares action slips and orders as necessary for distribution to the court.
- Coordinates travel arrangements and prepares and tracks travel reimbursement requests. Screens applications and schedules job interviews for law clerk positions.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS :Two (2) years of full-time experience as a Legal Secretary. The equivalent of one (1) year of college-level training and /or equivalent combination of related experience and education.

Familiarity with legal terminology, document formatting, and legal process and procedure. Keyboarding at 60 wpm and excellent word processing skills required. Must have ability to perform clerical work with independent judgment, establish and maintain effective working relationships with employee, and communicate effectively verbally and in writing. Prefer familiarity with the Uniform System of Citation and the Utah Code.

APPLICATION PROCEDURE: Applications may be obtained from the Dept. of Workforce Services, the Administrative Office of the Courts, 450 South State, SLC, or from our website at www.utcourts.gov. Applications should include a resume.

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.